

SECRET

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020084-7

Executive Registry

65-2511

6 MAY 1965

MEMORANDUM FOR: MR. KIRKPATRICK

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATION 1-30 APRIL 1965

1. CABLES PROCESSED

A. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLES TOTLED 54,084 ITEMS BROKEN DOWN AS FOLLOWS:

CIA IN CABLES	21,425
CIA OUT CABLES	8,603
MISCELLANEOUS	4,455
NON-CIA	<u>19,601</u>
TOTAL WORK UNITS	54,084

B. CIA IN AND OUT CABLES TOTLED 113,160 CABLES FOR THE PERIOD JANUARY - APRIL 1965, UP 3% COMPARED TO THE SAME PERIOD 1964, BUT UP 13% FOR THE SAME PERIOD IN 1963.

C. NON-CIA CABLES FOR JANUARY-APRIL 1965 TOTLED 72,200, AN INCREASE OF 10,727 OR 17.5% OVER 1964, AND 21% HIGHER THAN THE SAME PERIOD 1963.

D. WORK UNITS TOTLED 202,891 FOR THE JANUARY-APRIL 1965 PERIOD, UP 8% OVER THE SAME PERIOD OF 1964. THE CABLE SECRETARIAT DID A DAILY AVERAGE OF 1803 ITEMS EACH 24 HOURS INCLUDING SATURDAYS AND SUNDAYS.

E. 2,554 CABLES OR 5% OF ALL CABLES PROCESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED TO 2,514 OR 5% FOR MARCH 1965.

F. SINCE TAKING OVER THE CIA CABLE REFERENCE FILE SECTION FROM SIGNAL CENTER, OFFICE OF COMMUNICATIONS IN JUNE 1963 WE HAVE NOT INCLUDED THEIR WORK LOAD IN OUR PRODUCTION REPORTS. AT THE BEGINNING OF THIS YEAR WE STARTED KEEPING A RECORD OF THE REQUESTS THAT THE CIA REFERENCE SECTION HAS SERVICED. IN APRIL THE REFERENCE SECTION SERVICED 821 ITEMS. BEGINNING NEXT MONTH THE AMOUNT OF WORK THAT THIS SECTION DOES WILL BE INCLUDED WITH THE MISCELLANEOUS ITEMS FIGURE.

2. PERSONNEL

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OUR ON DUTY STRENGTH REMAINS AT [REDACTED] PERSONS, 9 SHORT OF OUR T/O OF [REDACTED] THE OFFICE OF PERSONNEL IS CONTINUING TO DO ALL THEY CAN TO FILL OUR VACANCIES. WITH THE WORK LOAD CONTINUING TO RISE I DO NOT KNOW HOW MUCH LONGER WE CAN LIVE WITH THE SITUATION AND DO OUR WORK EFFECTIVELY.

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3. GENERAL

DURING THIS CRISIS PERIOD WE ARE USING MORE OVERTIME THAN WE NORMALLY USE ON WEEK-ENDS AND WHENEVER TRAFFIC BACKLOGS ARE TOO HEAVY. I DON'T FEEL I CAN RISK NOT USING OVERTIME WITHOUT SOME SERIOUS MISHANDLING OR BACKLOG. EVEN WITH SUCH ADDITIONAL OVERTIME, WE ARE REALLY OPERATING WITH TOO FEW PEOPLE TO GET OR KEEP CURRENT WITH THE INTAKE.

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[REDACTED]

CABLE SECRETARY

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7 MAY 1965

APRIL PRODUCTION REPORT

1. THE NUMBER OF CABLES RECEIVED, ANALYZED AND REPRODUCED* FOR EACH OF THE PAST SIX MONTHS:

	<u>CABLES REC'D</u>			<u>CABLES ANALYZED</u>			<u>CABLES REPRODUCED</u>		
	MIDS	DAYS	NITES	MIDS	DAYS	NITES	MIDS	DAYS	NITES
NOV	9544	18440	17665	8075	17316	21495	11784	15289	18547
DEC	9588	18578	17513	8883	14949	22329	10593	14638	20207
JAN	10065	19298	17322	9144	17065	20570	12369	16423	17582
FEB	10087	19407	17494	9587	18701	20818	12959	16031	17772
MAR	11212	21038	21038	11636	22692	24393	16054	19072	20519
APR	11470	20031	20031	10388	23826	21730	13820	19708	20799

*FIGURES INCLUDE REGULAR WORK DAYS, SATURDAYS, SUNDAYS AND HOLIDAYS.

2. THE DAILY HIGH/LOW AND AVERAGE, BASED ON REGULAR WORK DAYS AND SATURDAY AND SUNDAY IS AS FOLLOWS:

	<u>CABLES RECEIVED</u>								
	MIDS <u>(REGULAR)*</u>	MIDS <u>SUNDAY</u>	MIDS <u>MONDAY</u>	DAYS <u>REGULAR</u>	DAYS <u>SAT.</u>	DAYS <u>SUNDAY</u>	NITES <u>REGULAR</u>	NITES <u>SAT.</u>	NITES <u>SUN</u>
HIGH	534	183	250	1091	535	257	1051	213	188
LOW	359	118	178	726	357	100	580	167	71
AVERAGE	453	154	222	924	428	159	853	192	124

*MIDS REGULAR WORK WEEK IS TUESDAY THRU SATURDAY

	<u>CABLES ANALYZED</u>								
	HIGH	130	212	1020	449	221	1247	343	249
LOW	302	83	128	641	300	176	636	169	107
AVERAGE	419	108	175	870	397	201	1014	378	176

	<u>CABLES REPRODUCED</u>								
	HIGH	192	236	1051	529	173	1127	236	263
LOW	273	81	127	541	384	140	581	181	129
AVERAGE	575	137	159	772	460	152	873	217	184

3. A. ANALYSTS WHOSE WORK SHOULD BE REVIEWED UNDER THE PROVISIONS OF PARAGRAPH 3, CSSOP 20-4 ARE:

THERE ARE NONE THIS MONTH.

B. ANALYSTS WHOSE WORK IS OUTSTANDING UNDER THE SAME SOP FOR APRIL ARE:

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3. c. A TALLY OF THE NUMBER OF ERRORS MADE BY SHIFT AND THE AVERAGE PERCENTAGE OF ERRORS BY SHIFT FOR THE PAST SIX MONTHS SHOWS THE FOLLOWING:

<u>MIDS</u>			<u>DAYs</u>			<u>NITES</u>		
	<u>No.</u>	<u>ERRORS</u>		<u>No.</u>	<u>ERRORS</u>		<u>No.</u>	<u>ERRORS</u>
NOV	54	.5		240	1.6		262	1.4
DEC	59	.6		218	1.5		237	1.2
JAN	233	2.5		336	2.0		420	2.0
FEB	50	.05		162	.9		225	1.1
MAR	41	.4		144	.6		226	.9
APR	54	.5		146	.6		138	.6

4. MULTILITH OPERATORS WHOSE QUALITY AND AMOUNT OF WORK SEEKS TO BE QUITE HIGH IN COMPARISON TO OTHERS FOR THE MONTH ARE:

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THOSE WHOSE WORK SEEKS TO BE SOMEWHAT LOW IN COMPARISON TO OTHERS FOR THE MONTH ARE:

THERE ARE NONE THIS MONTH.

FOR THE MONTH 82,532 MATS WERE RUN: 22,749 ON MIDS, 29,062 ON DAYs, AND 30,721 ON NITES.

5. A TOTAL OF 821 CABLES WERE FURNISHED FROM ARCHIVES.

6. GENERAL COMMENTS:

AGAIN I WOULD LIKE TO THANK ALL SHIFTS FOR COOPERATING IN REDUCING THE NUMBER OF CABLES ON HAND AS OF NOON SATURDAY. A BREAKDOWN OF HOW WE HAVE BEEN DOING FOLLOWS:

	<u>MIDS</u>		<u>SAT NOON</u>	
	<u>OH MAILROOM</u>	<u>OH EOS</u>	<u>OH MAILROOM</u>	<u>COMPLETED</u>
FEB 6	38	283	256	234
*FEB 13	74	234	302	158
FEB 27	86	427	438	204
			AVERAGE: 199	
MAR 6	17	112	164	230
MAR 13	93	149	236	239
MAR 20	56	157	99	274
MAR 27	85	156	206	210
			AVERAGE: 238	
APR 3	95	187	167	251
APR 10	44	118	199	210
APR 17	59	101	62	226
APR 24	61	192	128	321
			AVERAGE: 252	
MAY 1	136	307	256	310

*FEB 20 HOLIDAY - OMITTED

OUR CLERICAL SITUATION THIS MONTH IS NOT ANY BETTER THAN LAST MONTH -- MAYBE WORSE.
IN ORDER TO HELP US THROUGH THIS CLERICAL SHORTAGE, WE HAVE ASKED THE OFFICE OF PERSONNEL
FOR EIGHT SUMMER EMPLOYEES. THEY SHOULD BE ON BOARD ABOUT THE END OF MAY OR 1ST OF JUNE.
UNTIL THEN DO THE BEST YOU CAN. WE ARE DOING EVERYTHING WE CAN TO HELP YOU.

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